

BENEFIT HIGHLIGHTS:

- Employer contribution of 3.5% to the Public Employee's Retirement System for the 2% at 55 Plan.
- \$175 dollar monthly contribution to the deferred compensation program.
- Substantial contribution to the health plan.
- Annual leave of up to 20 days per year.
- 13 paid holidays per calendar year.
- 3 paid floating holidays per calendar year.
- 40 hours of administrative leave per calendar year.
- Term life insurance plan in the amount equal to two times the gross annual salary.
- Payment of employee bar dues.

APPLICATION AND SELECTION:

The Superior Court of California County of Siskiyou is an Equal Opportunity Employer. Arrangements will be made to accommodate disabled applicants. Candidates must complete and submit the application form and if desired, a resume and cover letter that sets forth your reasons for interest in this position. A complete job description and application form are available at the Superior Court of California County of Siskiyou website at www.siskiyou.courts.ca.gov under "Employment Opportunities" or you may call (530) 842-8330 to request an application. Faxed applications are not accepted. Each candidate's background and qualifications will be reviewed by the selection committee on the basis of information submitted at the time of application. Applicants determined to be the best qualified for the position will be invited to an oral interview. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as "see resume" or "see attached."

Submit application materials to:

Superior Court of California
Attention: Personnel Department
PO Box 1026/311 Fourth Street
Yreka, CA 96097

Superior Court of California
County of Siskiyou
PO Box 1026
Yreka, CA 96097

*The Superior Court of California, County of Siskiyou
invites applications for:*

Court Commissioner



\$122,262.00 Annual Salary

Generous Benefit Package

Final Filing Date: May 9, 2005

*An Equal Opportunity Employer
Yreka, California*

THE MISSION:

The mission of the Siskiyou County Superior Court is to provide a neutral forum for timely resolution of disputes according to law.

THE COURT

The Superior Court of California, County of Siskiyou serves the public in four locations including; Yreka, Weed, Dorris and Happy Camp. The Court consists of 4 judges, 1 commissioner, and approximately 54 staff. The main courthouse is located in the City of Yreka. Siskiyou Superior Court became a unified superior court, under Proposition 220, in June of 1998.

THE COUNTY

Siskiyou County is the northernmost county in California, situated next to the Oregon border. The county is dominated by majestic Mt. Shasta. At 6,313 square miles, the county is the 3rd largest county, by area, in the state. It is 5 times the size of Rhode Island. With a population of 44,626, the County offers its residents the diversity of all four seasons. The outdoor adventures that are available in Siskiyou County include; fly fishing, river rafting, hiking, horseback riding, camping, bicycling, water skiing, snowmobiling and snow skiing. Yreka was nominated as one of the best small towns in America to live, due to the low crime rate, great schools, beautiful parks and general cleanliness.

THE POSITION

This is an at-will position, under the authority of the Judges of the Court, and at the direction of the Presiding Judge. The Court Commissioner performs various judicial functions including matters as provided by Family Code 4250 et seq including but not limited to support and contempt matters brought by the local child support agency as part of the Title IV-D child support enforcement program, and other matters as assigned which may include regular assignments to civil, criminal, and small claims calendars. This position is required to travel to remote court locations in Happy Camp, Dorris, Tulelake and Weed in performance of these duties.

NOTE: It is a statutory requirement that Court Commissioners may not maintain a private practice of

law during tenure and must comply with the Canons of Judicial Ethics.

THE IDEAL CANDIDATE

The ideal candidate will possess:

Knowledge of:

- Principles of family law and federal requirements under Title IV-D for state child support enforcement program.
- Knowledge and skills as a general practitioner.
- California codes and statutes applicable to family law.
- Legal research methods.
- Interviewing techniques.
- Computers, family law support software programs, and family law forms, software programs used in professional family law legal and general practice work.

Ability to:

- Perform professional legal research work.
- Establish and maintain a cooperative relationship with the Superior Court Bench, members of the Bar and various governmental agencies.
- Maintain administrative responsibility for an assigned area of legal services.
- Demonstrate experience in child support establishment, modification and enforcement.
- Communicate effectively both orally and in writing.
- Prepare and present a variety of special reports.
- Operate a computer and use appropriate software in the performance of professional legal work.
- Effectively handle pressure in difficult and unexpected situations.
- Analyze a variety of information and relate it to the law and reach sound and just judicial decisions.

EMPLOYMENT STANDARDS

Active Member in good standing of the California Bar for a period of at least ten (10) years prior to appointment, unless inactive membership is due to previously holding the position of judge, referee or commissioner. Applicants with less than ten (10) years membership in the California Bar may request and exemption pursuant to Section 6.660(b) of the California Rules of Court. Persons seeking appointment, as a Court Commissioner must demonstrate relevant legal experience as deemed sufficient by the Judges of the Court.

SUPPLEMENTAL QUESTIONNAIRE:

The supplemental questionnaire is intended to assist the Selection Committee in evaluating candidate qualifications. Please respond to all questions on an 8 ½ x11 inch white paper. In each of your responses, please indicate the company/organization, dates of service, and your job title at which the function was performed. Submit your responses and application form to the Court Human Resources Department.

1. Describe your educational background and professional experience in criminal, civil, family law, juvenile, and probate matters.
2. Describe any experience as a Judge Pro Tempore.
3. Describe your experience in working with pro se litigants.
4. Describe your experience as a trial court attorney.
5. What aspects of your background do you feel make you especially qualified to be a Court Commissioner?
6. Is there any other information that the Committee should consider in evaluating your qualifications?